

Group Member:		University Centre Leeds	
Job Title:		Head of Department	
Reports to:		Associate Dean of HE	
Job Grade	Spot Point	Department	HE Education, Healthcare & Law

ROLE SUMMARY:

Heads of department will be HE practitioners who are responsible for the leadership and development of their department. They will take actions to ensure that curriculum plans are appropriate for local, regional and national needs and priorities including the development and review of these. They will also ensure that budgets are set to ensure that the development and delivery of curriculum meets group financial objectives. They will provide effective leadership for their department, ensuring that UCLeeds strategic priorities are being met and the UCLeeds culture is embedded in departmental practice. They will also operate as part of a UCLeeds leadership team to ensure that opportunities for collaboration within both UCLeeds and the Group are embraced and effective.

CORE RESPONSIBILITIES:

1. Develop, embed and maintain outstanding teaching, learning and assessment in the department.
2. Lead curriculum staff to contribute effectively to the strategic aims of the College and ensure that local, regional and national priorities are met.
3. Develop new provision and update existing provision to meet demands of the sector and that of Luminate Education Group.
4. Respond to funding changes and develop new provision in growth areas.
5. Performance manage staff within the Department and ensure that they engage in research and scholarly activity and develop their professional practice.
6. Lead the Department and secure excellent outcomes for students and employers, exceeding the OfS's B3 conditions of registration.
7. Ensure the Department is efficiently run and delivers its financial contribution targets.
8. Ensure that all courses within the Department are run effectively and meet awarding body, funding and quality agency requirements, ensuring your knowledge of these is up-to-date.

Students

9. Motivate and inspire students to achieve and develop their skills to enable progression
10. Provide an excellent learning experience which allows students to progress to a higher level or employment and in which their attainment is maximised.
11. Ensure the highest standard of quality advice, guidance and induction is provided.

12. Ensure that all students receive high quality feedback that enables them to improve their learning based on rigorous, robust and accurate assessment.
13. Ensure that each course is effectively planned, using a whole course, approach, so that teaching, learning and assessment methods are effective and reviewed regularly.
14. Ensure that learning materials, lesson plans, schemes of work and assessments are designed for a high quality learning experience that maximises outcomes for students
15. Contribute to the student tutorial process ensuring regular review of student progress takes place, including exit reviews. Ensuring appropriate tutor support is provided to all students.

Teaching and Learning

16. Encourage a culture where teachers develop, and are supported to achieve, professional standards, including:
 - a. Developing their own judgement, based on evidence, about what works and does not work in their own teaching and training
 - b. Developing deep and critically informed knowledge and understanding in theory and practice
 - c. Developing their expertise and skills to ensure the best outcomes for students
17. Contribute to the UCLeeds LTO and/or cross College observation processes if required, including developmental, walk through and other observations.
18. Ensure that all preparation, marking, assessment and moderation is completed promptly and efficiently within agreed timescales
19. Ensure that the programme of learning is appropriate for the needs of the individual student
20. Ensure all students receive their entitlement of learning support
21. Ensure that staff in the Department:
 - a. maintain and update their subject area knowledge, including appropriate industrial updating
 - b. maintain and update their knowledge of educational research and engage in research and scholarly activity.
 - c. Apply theoretical understanding of effective practice in teaching, learning and assessment, drawing on research and other evidence
 - d. Are trained in restorative practice and are able to manage and promote positive student behaviour
22. Continuously demonstrate a commitment towards further professional development including in the application of new technologies to improve the effectiveness of learning management

Curriculum development, planning and course delivery

23. Assist with the recruitment of student targets via planned open and taster days, marketing activities, enrolment events and keep warm activities.
24. Ensure that all staff in the Department liaise with Registry and External Examiners to ensure compliance with awarding body requirements, including undertaking internal moderation if required

25. Contribute to UCLeeds' curriculum and strategic planning processes and to lead this in the Department

Tutorial Support

26. Ensure the effective operation of UCLeeds' tutorial programme within the Department
27. Help to ensure that UCLeeds/Luminate regulations and policies are upheld and instigate student positive behaviour strategies and procedures where necessary
28. Maximise participation in student voice activity and act on student feedback positively.

Quality Improvement

29. Promote excellence and continuously improve practice
30. Actively promote continuous improvement, ensuring compliance with UCLeeds' quality assurance policy and procedures, including participation in curriculum and College self-assessment reports, inspection/assessment review preparation, quality audits and observation of teaching
31. Ensure that internal and external moderation processes are implemented effectively, including assuming the role of Internal Moderator where necessary.
32. Ensure that quality assurance processes for apprenticeship provision is fully embedded within the department and compliant.
33. Ensure the effective management and supervision of educational visits and compliance with Health and Safety requirements
34. Support the transfer, and sharing of skills and knowledge to other team members through workshops or other Staff Development activities

Leadership and management:

35. Provide effective and supportive leadership and management to maximise individual and team performance.
36. Undertake a full range of line management responsibilities including probationary reviews, appraisals, return to work interviews and performance management
37. Support appropriate staff with the strategic development and management of learning programmes and curriculum development within and beyond the department.
38. Provide academic and professional support and guidance to staff within the department , ensuring that CPD is maintained by all staff
39. Ensure effective and efficient management of budgetary responsibilities in accordance with the Group's financial regulations, including the establishment of budgets and effective management of these.
40. Ensure effective management of data collection and ensuring full staff compliance with Data Management procedures
41. Represent UCLeeds at local management groups/network events to ensure the institution contributes to meeting local priorities
42. Develop effective links with employers to ensure that curriculum remains contemporary while also supporting local, regional and national needs.

43. Work collaboratively with departments across the group to build effective progression links, including the review and development of curriculum to facilitate effective alignment.
44. Work collaboratively with voluntary and statutory agencies to provide a holistic supportive offer for students
45. Identify creative funding solutions including alternative funding options to provide a relevant and cost effective curriculum tailored to the diverse needs of student]
46. Any other duties that are specific to the department
47. [Ability to participate in evening/weekend work as required]
48. Assistance in the preparation, support and participation of examinations and invigilation across the Group

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

Job Title:	Head of Department
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the personal statement section of the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. Level 5 teaching qualification. Heads of Department are also expected to commit to the Education and Training Foundation Professional Standards.	A / C
E	Q3. Undergraduate degree or relevant equivalent	A / C
D	Q4. Relevant recognised professional attainments e.g. AdvanceHE recognition	A / C
D	Q5. Masters or other relevant Postgraduate Qualification.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Up to date knowledge and understanding of, and expertise in, the subject areas and occupational sectors.	A / I
E	EK2. Thorough and up to date knowledge of Government policy in relation to Higher Education, including its funding, curriculum reform and regulatory requirements	A / I
E	EK3. Expertise, knowledge and understanding of the HE sector	A / I
E	EK4. Proven experience managing staff in an educational setting	A / I
E	EK5. Proven experience managing curriculum, including planning, developing, monitoring and reviewing	A / I
D	EK6. HE teaching experience	A / I
E	EK7. Experience of working positively with young people and adults	A / I
E	EK8. Experience of successful administration and management of financial budgets	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SK1 Communicating with others; Manages 'necessary' performance conversations with confidence.	A / I
E	SK2. Working with others; Promotes initiatives that continually improve the student experience and all service provisions across the group.	A / I
E	SK3. Developing and leading others; Fosters an inclusive working environment that promotes equality, fairness and respect.	A / I

E	SK4. Business Acumen; Understands and effectively interprets own budget and financial plan	A / I
E	SK5. Decision Making, Planning, Prioritisation; Has a solution focused, evidenced based approach to decision making.	A / I
E	SK6. Personal Accountability and Inclusivity; Fosters a culture of reviewing and improving current practice, using reflection to identify areas for development for self, colleagues and service provision.	A / I
E	SK7. Future Proofing; Actively utilises LMI and technical data to ensure long term sustainable plans in place, to support organizational growth.	A / I
E	SK8. Innovation and Engagement; Able to review current system and develop a process for continued innovation and improvement.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I